# RISE

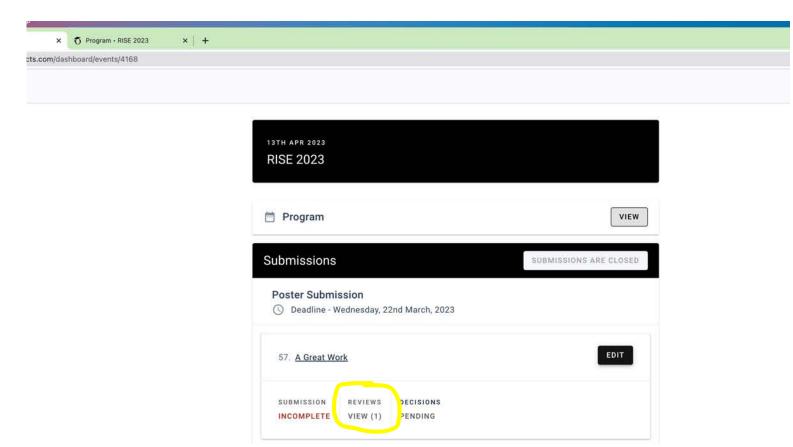
Moving from Abstract to Poster



# Reviewing Feedback

- Login to Oxford Abstracts RISE portal
- Abstract will have been moved into next phase of "Poster" submission
- You're not creating "new submission," you are editing the abstract to include your poster.

### Poster Submission Phase



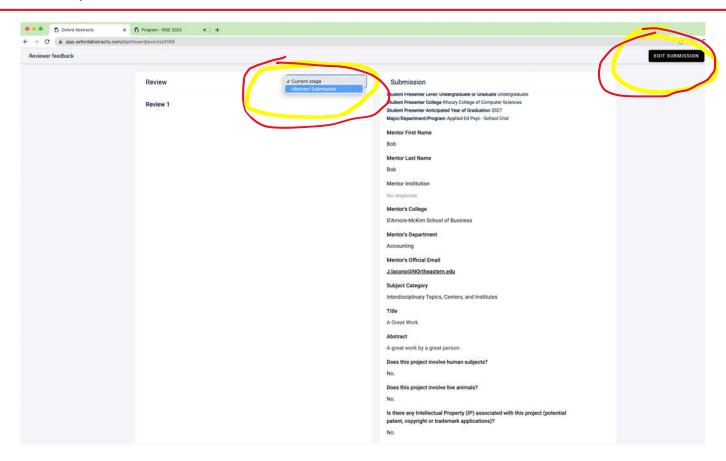


#### **Click Reviews**

- Navigate to Review >> View.
- From there, move through drop down to see "Abstract Submission" review. Note any feedback, left-hand side
- Correct information regarding title, subject category, mentor information, presenter level is in the approved abstract on the right-hand side.
- After review, click "Edit Submission" button to amend the abstract with the poster uploads.



# Review, Then Edit Submission

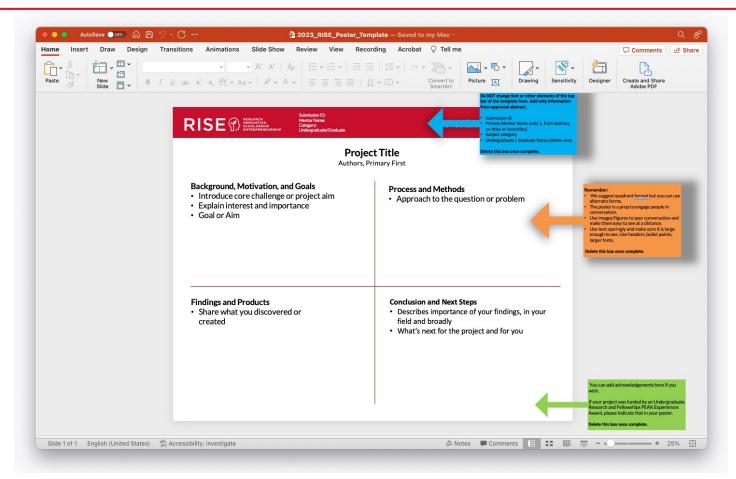




## Poster Must Reflect Approved Abstract

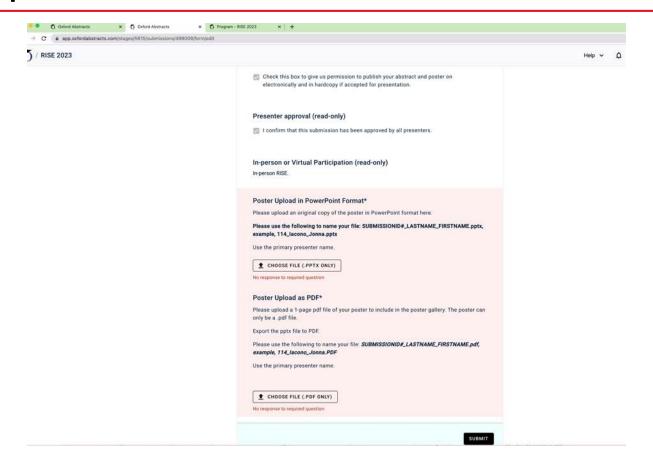
- Make sure poster reflects what is in the approved abstract. Use abstract here as guide.
- In the top, red portion of the poster.
  - Submission ID: Copy submission ID from the abstract.
  - Primary Mentor: Only list name of primary mentor, no honorifics (Dr., Ph.D., J.D.) Copy from abstract.
  - Category: Copy subject category from abstract.
  - Level: Level must be either undergraduate or graduate. Delete the alternative
- In the main body of poster.
  - **Title:** The title must be capitalized and punctuated according to our guidelines. We have made corrections of these in your abstracts. Copy that! MLA capitalization and no periods at the end.
  - Authors: Under this title, be sure to add all authors listed on abstract. You can add additional mentors here or in an acknowledgements section.
  - Acknowledgements: PEAK Awardees be sure to acknowledge URF according to the language on our website (see PEAK FAQs).

## The Template





# Upload PPTX and PDF





#### The Poster



You must use the provided template.



Add relevant information from abstract to top portion of template.



Do NOT alter the formatting on the top of the template otherwise.



Do NOT add additional mentors or others to the top of the poster. Include them in acknowledgments and author line where relevant. All student collaborators should be listed in the abstract submission. If you missed someone, share their info with us at RISE@Northeastern.edu.



Follow guidelines in template and on the RISE site.

